

[? Help](#)

## Job details

Job 1 of 1

[Apply to job](#)[Save to cart](#)[View similar jobs](#)

<b>Bulletin Number</b>	22812BR
<b>Type of Recruitment</b>	Departmental Promotional Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	SUPERVISING DEPUTY PUBLIC CONSERVATOR/ADMINISTRATOR I
<b>Exam Number</b>	21485A
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	07/24/2013
<b>Filing End Date</b>	08/06/2013
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	4421.18
<b>Salary Maximum</b>	5798.82
<b>Position/Program Information</b>	Supervises Deputy Public Conservator/Administrators engaged in the investigation and administration of conservatorships and guardianships, or the estates of decedents, conservatees and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.
<b>Essential Job Functions</b>	<p>Supervises Deputy Public Conservator/Administrators engaged in the investigation of conservatorship, guardianship or Public Administrator referrals; the management of the care of conservatees and wards; or the administration of the estates of decedents, conservatees, and wards.</p> <p>Assigns, reviews, and evaluates the work of staff, advises subordinates on problem cases, and provides guidance in conservatorship, guardianship or estate administration and investigation.</p> <p>Represents the department before community groups and agencies to provide information on the programs and services provided by the Public Administrator or the Public Guardian. Participates in and conducts in-service training programs and staff development activities.</p> <p>Supervises and participates in the entering and retrieving of information via the terminal in connection with the investigation and administration of conservatorships, guardianships, or estates.</p>

### Requirements

#### SELECTION REQUIREMENTS:

**OPTION I:** Two years of experience in conservatorship, guardianship or estate administration or investigation at the level of Los Angeles County's class of Senior Deputy Public Conservator/Administrator.\*

**OPTION II:** Four years of experience in conservatorship, guardianship or estate administration or investigation at the level of Los Angeles County's class of Deputy Public

	Conservator/Administrator II.**
<b>Physical Class</b>	<b>Physical Class II</b> - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Special Requirement Information</b>	<p><b>OTHER REQUIREMENTS:</b></p> <p><b>Compliance with continuing education requirements as established by the California State Association of Public Administrators, Public Guardians, and Public Conservators, per California Probate Code Sections 2923 and 7605.</b></p> <p><b>Appointee must be a citizen of the United States of America at the time of appointment, per U.S. Government Code sections 7, 241, 1020, 1194, 24000, 24001, 24100, 24101, 30017; and Los Angeles County Code, Title 2, Chapter 2.04, section 2.04.030.</b></p> <p>*Experience at the level of Senior Deputy Public Conservator/Administrator in the County of Los Angeles is defined as performing the more difficult and sensitive investigations and administration of conservatorships and guardianships, or the estates of decedents, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.</p> <p>**Experience at the level of Deputy Public Conservator/Administrator II in the County of Los Angeles is defined as under general supervision, investigates and administers conservatorships and guardianship, or the estates of decedents, conservatees, and wards, that are referred to and fall within the jurisdiction of the Public Administrator or the Public Guardian.</p> <p><b>Verification of Experience:</b> Experience gained in a position performing similar kinds of work which provides the knowledge, skills and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their Department Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.</p> <p><b>Withhold Information:</b> Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
<b>Examination Content</b>	<p><b>This examination will consist of two (2) parts.</b></p> <p>Part I: An evaluation of training and experience based on application information weighted 50%.</p> <p>Part II: An Appraisal of Promotability (AP) weighted 50%. The AP</p>

is designed to measure knowledge and skills, verbal and written communication, adaptability, work habits and attitudes, problem solving, and supervision.

**Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.**

**Special Information**

Day Shift: 8:00a.m. - 5:00 p.m.

**Vacancy Information**

The resulting eligible list for this examination will be used to fill vacancies in the Office of the Public Guardian.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**Available Shift**

Day

**Job Opportunity Information**

**Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.**

**Application and Filing Information**

**ONLINE FILING ONLY:**

Applicants must apply online by clicking on the link above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Applicants are required to submit a standard Los Angeles County Employment Application to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of on-line applications, although resumes may be uploaded as attachments to on-line applications.

All applicants MUST complete the filing process ON-LINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Fill out your application. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may not accept your application at any time during selection process.

Note: If you are unable to attach required documents, you may fax them to (213) 637-5892 within five (5) days of filing. Please include exam number and exam title.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Carla Harris
<b>Department Contact Phone</b>	213-637-4596
<b>Department Contact Email</b>	charris@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	213-738-2823
<b>Teletype Phone</b>	213-735-2955
<b>California Relay Services Phone</b>	213-735-2922
<b>Job Field</b>	Health Other
<b>Job Type</b>	All Others

[Apply to job](#)[Save to cart](#)[View similar jobs](#)